

In FY2006, the Labor-Management Classification and Compensation Reform Task Force, a working group with equal representation among union and management leaders that was established in the Compensation Units 1 and 2 Collective Bargaining Agreement, began a revision of the occupationally based pay schedules for Compensation Units 1 and 2 employees.

The most important result of the revised schedules is that no one will lose any pay while some will receive slight increases and/or increased future earning potential. These new schedules will allow future pay increases to be implemented more efficiently and allow adjustments to be better targeted toward occupational groups where the need is most critical.

The effort has led to a realignment of pay schedules to better allow jobs with common skills and job requirements to be grouped and paid on the same pay schedule.

For example, administrative/clerical jobs will be paid on the same schedule regardless of the functional area in which they work; administrative jobs from corrections will be grouped with administrative jobs in health care; computer technicians from all functional areas will be grouped together and paid on a new technical-paraprofessional pay schedule; management/financial jobs will be paid on a restructured professional scale.

This modified method of organizing and compensating employees in occupationally based pay schedules will allow the union leadership and management more flexibility to react to changes in the market value of work and jointly agree on necessary adjustments.

The revised schedules went into effect on Sept. 17 and those receiving increases and or step changes will be notified in the coming weeks. Anyone affected by change will see their first increases in their paychecks on October 10 or October 13.

## INSIDE THE NEW PAY SCHEDULES

**X01** – The X01 Schedule will appear much the same but will have several job series (and the employees in them) moved to other schedules. Some jobs moved into other schedules to maintain the integrity of the professional grouping.

**X02** – This schedule was formally the Social Work schedule but will now become a new schedule with all technical/paraprofessional jobs included regardless of functional area. (The Social Workers will still be on a separate schedule as seen below but with different title/number.)

**X03** – The X03 schedule will remain the Administrative/clerical schedule but as with the X01, some jobs will be moved into and out of the schedule to maintain the integrity of the admin/clerical group.

**X04** – This schedule will retain the title of "Corrections and Others Occupation Group" and will retain the corrections-specific jobs but will have several jobs moved from it to the new technical/paraprofessional and the administrative/clerical schedules.

**X05** – Previously one of the two Health Care Occupations Schedules, this will become the Social Worker Schedule (formerly X02) and, as before, will have only social work jobs assigned to it. The former X05 classification will be assigned to the appropriate schedule based on occupational category.

**X06** – The X06 Schedule will remain the Health Care Occupations Schedule combined with the jobs formerly assigned to X05 as noted above.

**X07** – This will remain the Labor and Trades Pay Schedule with one addition: a line will be added to the schedule's grades representing the pay for supervisory work at a similar level. The separate schedule for labor/trades supervisors, X08, will be abolished and placed on this schedule.

**X10** – This schedule, formerly titled "Protection and Enforcement Occupation Group, will remain essentially the same but with a new title – "Correctional Officers/EMS."

*In FY2001, during negotiations for a successor compensation collective bargaining agreement, the District of Columbia, through the Office of Labor Relations and Collective Bargaining as the official labor representative for agencies under the Mayor's personnel authority, and the labor organizations representing Compensation Units 1 and 2 established the Joint Labor-Management Classification and Compensation Reform Task Force. The Task Force was established to examine the current classification and compensation systems to ensure that job classifications fairly represented actual work performed by District employees as well as the appropriateness of the city's current classification and compensation systems.*

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# PAY SCHEDULE REVISION

October 2006

## Do all Compensation Unit 1 and 2 employees get a pay adjustment as a result of the revision?

No. Employees will move to new schedules in the same grade of the new schedules at the step that provides at least the same pay rate. However, some pay schedules had slightly differing amounts for the same grade and step. Some, but not all employees may see a slight upward pay adjustment in the crossover to the new alignment and other may see increased future earning potential. Most employee pay rates will remain the same.

## Will we still get raises as part of the collective bargaining agreement?

Yes. The revision of occupationally based pay schedules, while approved in the agreement, is a separate effort by the joint labor-management task force.

## My step went down a level. Am I being demoted?

No. Employees were placed on the new pay table in such a manner as to receive at least equal pay but not necessarily to remain at the same step level. The most important point in relation to this realignment of pay schedules, jobs, and employees is that no employees will see a decrease in pay.

## Where can I find my new schedule?

You can find your occupational series in the top left corner of your pay stub. The new pay schedules are available from your HR Advisor or you can view the new schedules at [www.dcop.dc.gov](http://www.dcop.dc.gov) under the heading "Employee Compensation."

## I don't think my job is classified correctly. What should I do?

Contact your HR Advisor, labor liaison or union representative for a classification review.

## When will I know whether I received an increase or not?

All employees receiving a pay adjustment will be notified by letter through their HR Advisor. Any adjustments will be included in the October 10 and October 13 paychecks.

## Where are the special police officers moving?

All 0083 Occupational Series employees are being placed on the public safety occupational schedule—X10. Employees will see a slight increase in pay and a slight modification in their steps.

## GLOSSARY

**OCCUPATIONAL GROUP** — This category represents positions that perform a common type of work. For example, the 0300 occupational group represents positions performing General Administrative, Clerical and Office Services work. The occupational group is the first two numbers in your position code.

**OCCUPATIONAL SERIES** — Within a single occupational group, jobs are further classified into series that perform similar work and have comparable knowledge and skills. For example, many employees in the 0300 occupational group are placed in the 0303 job series.

**PAY SCHEDULE** — Compensation Units 1 and 2 employees are each placed in one of eight different pay schedules, based on their occupational group. Pay schedules are arranged by grade and step.

**POSITION TITLE** — This is the name assigned to a position based upon the nature of the work performed and the occupational group. Titles may slightly differ by agency.

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